

# NYSCADV

## NEW YORK STATE COALITION AGAINST DOMESTIC VIOLENCE

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### Welcome

## Greetings from the Executive Director

### VICE PRESIDENT BIDEN'S SUPPORT OF STATE COALITIONS IN NEW YORK

I recently received an invitation from the Office of the Vice President to attend the "It's On Us" event at Syracuse University.

From the podium, Vice President Joe Biden recognized that representatives from both the New York State Coalition Against Domestic Violence and the New York State Coalition Against Sexual Assault were in the audience. And speaking specifically of the leadership of NYSCADV and NYSCASA in the work to end domestic and sexual violence in New York, [his message was that coalitions "play a vital role supporting survivors, and reminding policy makers how important this is."](#)

After the event, I had the opportunity to meet Vice President Biden and the White House Advisor on Violence Against Women, Carrie Bettinger-Lopez.

Since the days of 'bake sales and good intentions' when shelters, rape crisis programs, and state coalitions were first established by advocates who were compelled to do something, Vice President Biden has been a strong and staunch ally. Working closely with state coalitions and advocates, Vice President Biden was the original author of the Violence Against Women Act in 1994 and has championed multiple reauthorizations and related initiatives since then.

On behalf of the New York State Coalition Against Domestic Violence and our member programs, it was truly an honor to meet him. For all advocates across the state of New York, please know that you have his appreciation and deep gratitude for the incredible work that you do. And for all survivors, your strength and courage is unparalleled by any other.

All the best,  
Connie

## Around The State

### LGBTQ Shelter Access Campaign

The New York State LGBTQ Intimate Partner Violence Network (The Network) recently announced the launch of a Domestic Violence Shelter Access Campaign to increase access to emergency shelter for lesbian, gay, bisexual, transgender and queer (LGBTQ) people statewide. The campaign will raise awareness about the lack of LGBTQ domestic violence shelter access in New York State, aiming to increase shelter accessibility over the next two years. As part of the campaign, The Network created a [toolkit](#) for mainstream domestic violence service providers to use as a starting guide to transforming their shelters and services to be LGBTQ inclusive. The campaign asks mainstream domestic service providers to sign on to working towards ensuring their agencies are LGBTQ inclusive.

NYSCADV is proud to be a part of this campaign and to see that a number of our member programs have also taken action and joined the Campaign for LGBTQ DV Shelter Inclusivity. We encourage all of you to become

Click here for [more information about the Shelter Access Campaign.](#)

### Civil Legal Assistance Tool

The New York State Office of Victim Services (OVS) announced it has been awarded nearly \$1 million in federal funding to create a unique online tool that will connect crime victims with legal assistance in civil matters, such as housing and immigration cases and Family Court cases involving custody, support and orders of protection. The Crime Victims' Legal Network will allow individuals to determine the type of legal help they need and then connect them with resources to ensure their interests are represented.

Click here to [read the full article Online tool will allow crime victims to determine the type of help they need in civil legal matters.](#)

## Settlement Reached in Bon-Ton Discrimination Case

An agreement between the NY Attorney General's Office and The Bon-Ton Stores Inc. was announced by Attorney General Eric T. Schneiderman, resulting in the strengthening of protections against discrimination of domestic violence survivors at Bon-Ton's 18 store locations in New York State. As part of the agreement, Bon-Ton will be modifying their policies and procedures to protect domestic violence victims from discrimination, to provide employees with materials and training to discuss protections available to domestic violence victims, as well as a \$5,000 contribution to be made to the Erie County Sheriff's Department's Domestic Violence Unit.

Click here to [read the article "Settlement in New York Domestic Violence Case May Set Broader Precedent"](#).

Click here to [view the announcement "A.G. Schneiderman Agreement With Bon-Ton Stores Resolves Allegation Of Discrimination Against Victim Of Domestic Violence"](#).

## Around The Nation

### New HUD Guidance to Public Housing Authorities and Assisted Housing Programs on Arrests

Following an announcement by President Obama regarding re-entry programs and the process of rehabilitation and re-integration of formerly-incarcerated individuals, the Department of Housing and Urban Development released a new guidance document aimed at providing clarification on the use of conviction records in housing decisions.

Click here to [view the "Fact Sheet: President Obama Announces New Actions to Promote Rehabilitation and Reintegration for the Formerly-Incarcerated"](#).

Click here to [view the Guidance for Public Housing Agencies from the US Department of Housing and Urban Development, Office of Public and Indian Housing.](#)

### Consortium for Domestic Violence & Housing Technical Assistance

\$2.3 million in grant funding has been awarded by the Department of Justice, the Department of Housing and Urban Development (HUD), and the Department of Health for the formation of a Domestic Violence and Housing Technical Assistance Consortium. In 2008, the US Conference of Mayors reported 28 percent of U.S. homeless families indicated experiences of domestic violence.

The consortium will consist of the District Alliance of Safe Housing, National Network to End Domestic Violence, National Resource Center for Domestic Violence, and Training Development Associates.

The four grant recipients will form the Domestic Violence and Housing Technical Assistance Consortium and will work with domestic violence providers and homeless service providers nationwide to improve policies, identify promising practices and strengthen collaborations necessary to improve housing options for survivors of domestic violence and their children in order to enhance safety, stability, and well-being.

Click here to [read the full announcement "Departments of Justice, Housing and Urban Development, and Health and Human Services Establish \\$2.3 Million Domestic Violence and Housing Technical Assistance Initiative"](#).

## Harvard Law Library Readies for the Digital Age

Harvard's Law School Library is in the process of transitioning the majority of its texts into the a digital law library. Once completed, this searchable database will include most state, federal, territorial, and tribal justice decisions. This legal resource will be available to the general public at no charge. The estimated completion date for the library is currently set for 2017.

Click here to [read the article "Harvard Law Library Readies Trove of Decisions for Digital Age"](#).

## Member Spotlight

### Barrier Free Living

NYSCADV would like to congratulate member program Barrier Free Living on the opening of their first permanent supportive housing development on September 24, 2015.

The two building facility will provide fifty units of permanent supportive housing to families with a head of household that is a survivor of domestic violence, and seventy apartments for individuals with disabilities who are survivors of domestic violence, severely disabled men and women, and women who are disabled veterans.

Click here to [read the press release "Grand Opening of New Supportive Housing for People with Disabilities and Domestic Abuse Survivors"](#).

## Technology Corner

### Online Removal Guide for Non-Consensual Pornography

The Cyber Civil Rights Initiative has developed an online removal guide for non-Consensual Pornography (aka "Revenge Porn.") The guide was developed with the assistance of major social media and tech companies to provide a list of ways to report these violations across multiple platforms. Click here to [view the Online Removal Guide for Non-Consensual Pornography](#).

## Resources

### Assessing Program Capacity for Survivors with Disabilities

The Vera Institute for Justice has released a new tool that utilizes performance indicators to allow providers to measure their organization capacity for serving survivors of domestic and sexual violence with disabilities. This tool includes individualized guides for the following organizations: residential and non-residential domestic violence provider programs, disability organizations, rape crisis centers, and dual domestic violence/sexual assault organizations. Click here to [view the "Measuring Capacity to Serve Survivors with Disabilities: Performance Indicators Guide"](#)

### Supporting Survivors in Building Resilience

Many of us understand psychological resilience as the human ability to "bounce back" after facing adversity, and we are surprised - astonished, even - at the ways in which people can survive, and often thrive, despite their experiences of trauma.

But here is what we know: resilience is an *innate human capacity* that can be learned and developed in anyone. It's not a trait - something that people have or don't have - rather, *all* people have the ability to develop the skills that will put them on the path to resilience. Click here to [read the full article "How Can I Support Survivors in Building Resilience?"](#)

### IPV & Sexual Assault Among LGBT People

The Williams Institute has released a report providing an overview of existing research on intimate partner violence (IPV) and sexual assault (IPSA) among LGBT people. The summary covers 42 studies, done from 1989 to present, and makes recommendations for future research. Findings included the prevalence of IPV and IPSA, barriers to seeking help experienced by survivors, and the quality of available assistance for LGBT people. Click here to [view the report "Intimate Partner Violence and Sexual Abuse Among LGBT People."](#)

### Survival Sex & LGBTQ Youth

A report released in February by the Urban Institute, and created based on interviews with New York City LGBTQ youth, focuses on their involvement in the commercial sex trade as a way of meeting their basic survival needs (i.e. food, shelter, etc.) This report contains the documented experiences of 238 youths, including why they engage in survival sex, as well as ways in which support networks and systems have helped and how they've let them down. Click here to [view the full report \*\*Surviving the Streets of New York: Experiences of LGBTQ Youth, YMSM, and YWSW Engaged in Survival Sex.\*\*](#)

## Funding

### The Advocacy Learning Center

The Advocacy Learning Center is currently accepting applications for it's next class. The Advocacy Learning Center is an 18-month experiential course created to examine the vision, identify the principles and knowledge, and practice the skills and qualities that make advocacy a powerful force in the movement to end violence against women.

Working with other advocates, you will develop new ways to define and structure advocacy, from engaging and working with survivors to strategizing and acting to change systems and community responses.

The Learning Center curriculum presents conceptual frameworks and theoretical foundations that can strengthen the application of advocacy in any setting.

Click here for [more information and to apply for the Advocacy Learning Center.](#)

**Application Deadline:** January 4, 2016

### Legal Aid to Victims of Elder Abuse and Financial Exploitation

The Office for Victims of Crime (OVC) in collaboration with The Department of Justice's Elder Initiative and the Corporation for National and Community Service announced the availability of a new grant program, Elder Justice AmeriCorps. Elder Justice AmeriCorps, will provide comprehensive legal assistance and support services to victims of elder abuse, neglect, and exploitation and promote pro bono capacity building in the field.

The Elder Justice AmeriCorps program, which is intended to complement existing OVC grants, will consist of a single grant to an intermediary organization that will support approximately 60 full-time AmeriCorps positions for each year of the two-year program. Click here for [more information and to apply for Elder Justice AmeriCorps.](#)

# Webinars, Events & Trainings

(descriptions are taken directly from the host's event announcements)

## Bronx Sexual Assault Task Force

### **Navigating Choices: Resources for Sexual Violence and Recovery**

December 1, 2015

Bronx, NY

Please join us for a discussion of the choices survivors of sexual violence might make as they navigate a variety of systems designed to promote justice and wellness. Click here [for more information and to register for Navigating Choices: Resources for Sexual Violence and Recovery.](#)

## Arizona Coalition to End Sexual & Domestic Violence

### **Secondary Trauma and Self Care**

December 2, 2015

11:30 AM EST-1:30 PM EST

Focus on the importance of advocate/responder self-care, how to identify burnout and trauma fatigue along with suggestions on caring for ourselves. Click here to [register for Secondary Trauma and Self Care.](#)

## New York State Coalition Against Domestic Violence

### **Domestic Violence and Traumatic Brain Injury: Capital Region Training**

December 3, 2015

Albany, NY

Domestic violence advocates are uniquely aware of the intersection between intimate partner violence and brain injury. Many survivors of physical abuse suffer repeated head injuries - one study of survivors in three domestic violence shelters found that 92% had been hit in the head by their partners, most more than once. Click here for [more information and to register for Domestic Violence and Traumatic Brain Injury: Capital Region Training.](#)

## National Clearinghouse for the Defense of Battered Women

### **Domestic Violence Expert Witnesses in Civil Legal Proceedings**

December 3, 2015

3:00 PM - 4:30 PM EST

When victims of battering are involved in civil legal proceedings, domestic violence experts can help victims and their attorneys ensure that fact finders do not make legal decisions influenced by myths and misconceptions about survivors and perpetrators of domestic violence. In this webinar, Margaret Bassett and Kirsten Faisal, two experienced expert witnesses, will discuss ways that domestic violence experts can help civil attorneys prepare for cases involving victims of battering by educating attorneys about domestic violence, consulting with attorneys about how victims' cases might be impacted - negatively or positively - by evidence of domestic violence, and helping attorneys prepare to litigate cases. The presenters will also discuss some specific ways that experts can be helpful in custody, termination of parental rights, and civil protection order hearings. Click here to [register for Domestic Violence Expert Witnesses in Civil Legal Proceedings.](#)

## Battered Women's Justice Project

### **Divorced From Reality: Rethinking Family Dispute Resolution**

December 3, 2015

2:30 PM EST - 3:00 PM EST

Over the past thirty years, there has been a dramatic shift in the way the legal system approaches and resolves family disputes. This shift has replaced the law-oriented and judge-focused adversary model with a more collaborative and interdisciplinary regime that attempts to resolve both legal and non-legal issues. At the same time, American families have changed dramatically. Divorce rates have slowed, while the number of children born and raised outside of marriage has increased sharply. Grandparents, same sex partners and others considered third parties under the law are raising children. As a result, the families who seek legal dispute resolution have become more diverse and their legal situations more complex.

Click here for [more information and to register for Divorced From Reality: Rethinking Family Dispute Resolution.](#)

## New York State Coalition Against Domestic Violence

### **New York State Domestic Violence Prevention Summit**

December 8, 2015

Albany, NY

Attendees will have the opportunity to learn about innovative community-based prevention strategies that are underway at the local, state and national level. Presentations and discussion led by national and state level experts will include: strategies for effective social marketing campaigns, as well as working with college campuses, schools and workplaces. Click here for [more information and to register for New York State Domestic Violence Prevention Summit.](#)

The NW Network of Bisexual, Trans,



# Lesbian and Gay Survivors of Abuse

## **Assessing Patterns of Coercive Control, Part 3: Practice and Program Implementation**

December 8, 2015

3:00 PM - 4:30 PM EST

Part 3 in a 3 part series on "Assessing Patterns of Coercive Control in Abusive Relationships", this session continues to offer opportunities to engage in skill building and practice with the Northwest Network's assessment tool. Using real-life examples, role-play, observation and hands-on exercises, participants will deepen their understanding and build capacity to conduct assessments. This session will also address the myriad considerations for implementation, including documentation, intake policy best practices and organizational considerations relevant for programs who are interested in increasing their competency in serving LGBTQ survivors and integrating a broader practice of assessment into their service delivery. Click here to [register for Assessing Patterns of Coercive Control, Part 3: Practice and Program Implementation.](#)

## Battered Women's Justice Project

### **Releases, Waivers and Privilege for Violence Survivors**

December 16, 2015

2:30 PM EST - 4:00 PM EST

This webinar takes a close look at formal releases and privacy waivers as a tool for survivors rather than a bureaucratic hurdle that must be cleared before help is given.

#### **Learning Objectives**

- Understand the Connection between survivor control over information, survivor safety and perpetrator accountability
- Articulate key consideration for organizations when designing survivor release and waiver policies
- Explain release and waiver requirements for VAWA-funded programs

Click here for [more information and to register for Releases, Waivers and Privilege for Violence Survivors.](#)

## New York State Coalition Against Domestic Violence

### **Intersections Between Stalking and Homicide**

December 17, 2015

Albany, NY

Stalking is a complex and dynamic crime that often escalates to more serious violence, including homicide. In this interactive training, we will explore the risk factors

associated with stalking, including the intersection with intimate partner violence, and methods for assessing risk. We will also discuss how victim service providers can collaborate with law enforcement and prosecutors to help build stalking cases that will lead to enhanced victim safety and offender accountability. Click here for [more information and to register for Intersections Between Stalking and Homicide in ALBANY, NY.](#)

## The NW Network of Bisexual, Trans, Lesbian and Gay Survivors of Abuse

### **Beyond Criminalization**

December 17, 2015

1:00 PM - 2:30 PM EST

Presented by: Connie Burk, the Northwest Network

On July 16th, 2015, President Obama became the first sitting president in U.S. history to visit a prison. As the President noted, the United States accounts for only 5% of the world's population but 25% of the world's prisoners. 1 in 100 Americans is behind bars in this country. These facts indict all of us working for just, safe and loving communities.

The President's visit is an opportunity to amplify the work of so many activists and change makers who have steadfastly demanded the repeal of mandatory minimums, mandatory arrests and the war on communities of color, Native Americans and poor white people waged through these practices. Over the past 30 years, our movement to end domestic and sexual violence has been used to give moral authority to the massive build-up of prisons and inmate populations. As advocates, we know this is wrong, but we have not acted collectively to stop this misuse of our aims. Instead, we have ignored the consequences of reporting and arrest on our civic institutions and in the lives of so many survivors.

This webinar is designed to discuss in practical terms why mandatory arrest and reporting does not result in justice or safety for survivors of domestic violence and to propose concrete actions programs and advocates can take to disentangle their work from the criminal legal project. The discussion will be designed around anti-violence advocates based in community organizations (non-profits and independent organizations). Click here to [register for Beyond Criminalization.](#)

## New York State Coalition Against Domestic Violence

### **Intersections Between Stalking and Homicide**

December 18, 2015

Brooklyn, NY

Stalking is a complex and dynamic crime that often escalates to more serious violence,

including homicide. In this interactive training, we will explore the risk factors associated with stalking, including the intersection with intimate partner violence, and methods for assessing risk. We will also discuss how victim service providers can collaborate with law enforcement and prosecutors to help build stalking cases that will lead to enhanced victim safety and offender accountability. Click here for [more information and to register for Intersections Between Stalking and Homicide in BROOKLYN, NY](#)

## Futures Without Violence

### **Effective Facilitation Skills Workshop**

January 11-12, 2015

New York, NY

Futures Without Violence's Institute for Leadership in Education Development offers a 2-day, hands on, highly interactive workshop that will help OVW grantees to train faculty in effective, interactive adult education methods.

### **Who may attend?**

Attendance is limited to 40 participants representing OVW grantees, including advocates, attorney-advocates, batterers intervention specialists, prosecutors, law enforcement, judges, and other professionals. Participants must agree to attend all workshop sessions as a condition of acceptance. The workshop begins Monday, January 11 at 9:00 a.m. and concludes Tuesday at 4:30 p.m.

**Application Deadline:** December 7, 2015

Click here [for more information and to view the application for the Effective Facilitation Skills Workshop.](#)

## Employment Opportunities

(descriptions are taken directly from the host's employment announcements)

### New York City Anti-Violence Project

**Title:** Sexual Violence Counselor/Advocate

**Department:** Client Services

**Reports to:** Deputy Director of Client Services/Coordinator of the Intimate Partner Violence and Sexual Violence Programs

**Location:** New York, NY

The New York City Anti-Violence Project (AVP) envisions a world in which all lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected people are safe, respected, and live free from violence. AVP's mission is to empower LGBTQ and HIV-affected communities and allies to end all forms of violence through organizing and education, and support survivors through counseling and advocacy.

## **PRIMARY FUNCTIONS**

The Sexual Violence Counselor/Advocate (SVCA) provides direct services, including individual and group counseling, advocacy, referrals, and accompaniment primarily, but not limited to, LGBTQ and HIV-affected survivors of sexual violence. The SVCA will support the continued development of expanded programming around sexual violence, in accordance with AVP's strategic plan. This support will include working closely with Community Organizing and Public Advocacy Department staff around outreach, education, and professional training around sexual violence within LGBTQ and HIV-affected communities across New York City, supporting and conducting city-wide outreach and training focused on sexual violence prevention and response, and engaging in coalition and collaborative work addressing LGBTQ and HIV-affected sexual violence issues in New York City.

## **DUTIES AND RESPONSIBILITIES**

### **Substantive Areas of work**

- Provide crisis intervention services and conduct intake interviews for in-coming hotline calls and walk-in clients at AVP's central office and off-site community-based intake sites.
- Provide on-going services to clients primarily for those who have experienced sexual violence, but also to survivors of hate violence, intimate partner violence, hook-up violence, police and other institutional violence. Services include, but are not limited to:
  - individual and/or group counseling;
  - advocacy and accompaniment, supporting clients' access to support and services, through helping
  - them overcome barriers, including those rooted in institutionalized discrimination, bias, and violence;
  - follow-up contacts;
  - Information and referrals.
- Assist clients in filing for NYS Office of Victims Services compensation
- Provide hotline coverage and back-up services to volunteer hotline counselors after office hours on a rotating basis with other staff.
- Support and actively participate in the design, development, planning, implementation, facilitation and evaluation of support groups.
- Attend designated team meetings, and daily case conference/case assignment meetings.
- Support and coordinate with the COPA Department in conducting outreach, community education, and professional training around sexual violence and intersecting forms of violence within and against LGBTQ and HIV-affected communities across New York City.
- Support and coordinate with the Legal Department around providing integrated social and legal services to survivors.

### **Program-Related**

- Support development of expanded sexual violence programming at AVP, in accordance with AVP's strategic plan.

- Attend and actively participate in weekly supervision.
- Attend and actively participate in monthly Client Services Department staff meetings.
- Attend and actively participate in monthly full-staff meetings at AVP's Manhattan office.
- Attend and actively participate in in-service trainings and external trainings/seminars as appropriate.
- Assist with and attend AVP signature events.

### **Administrative**

- Document program activity in a timely and appropriate manner.
- Maintain complete case files in digital and hard copy.
- Enter all data accurately and in a timely manner into tracking and data management systems.
- Maintain confidentiality and other appropriate boundaries and expectations.
- Maintain professionalism when handling sensitive information and situations.

### **Organizational Relationships**

- Report to the Deputy Director of Client Services/Coordinator of the Intimate Partner Violence and Sexual Violence Programs.
- Work closely with staff in the COPA and Legal Departments.

### **Other Duties as Directed by Supervisors**

### **Qualifications**

- At least 2-3 years of related experience providing direct clinical and advocacy services to survivors of sexual violence and intersecting forms of violence, and to members of LGBTQ and HIV-affected communities, included crisis intervention, required.
- Demonstrated commitment to working to end all forms of violence within and against LGBTQ and HIV-affected communities.
- Knowledge of and/or experience navigating mainstream domestic and sexual violence service systems, including community based organizations and the civil and criminal legal system desirable.
- Demonstrated experience and comfort level interacting with diverse stakeholders such as Community Based Organizations, community members, government officials, law enforcement officials and courts.
- Experience in community organizing, coalition building and coordinating, and/or policy advocacy a plus.
- Demonstrated commitment to professional development and skill building required.
- Demonstrated commitment to working within an interdisciplinary team, within an anti-oppression approach required.
- Experience with data management and knowledge of Microsoft Office, especially MS Word, Excel, and Power Point, and other database applications required; Experience using Efforts to Outcomes and analogous systems a plus
- Excellent written and oral communication skills required.

- Bilingual in English and Spanish strongly preferred.
- LMSW and SIFI-certified or eligible a plus.

### To Apply

- Email (preferred method of application): [cshugruedossantos@avp.org](mailto:cshugruedossantos@avp.org) (put "SV C/A" in subject line of email) or
- By mail to: New York City Anti-Violence Project, 240 West 35th Street, Suite 200, New York, NY 10001 or by fax to: 212.714.2627. ATTN: Director of Client Services
- No phone calls please.
- Applications received after 11/20/15 will not be considered.
- Candidates will be notified if we are seeking an interview; because of high volume of responses it may not possible to respond to all inquiries.

AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses.

## Praxis International

Praxis International (Praxis) is a nonprofit training and technical assistance organization that works to eliminate violence in the lives of women and children through local, statewide and national institutional reform initiatives that bridge the gaps between what people need and what institutions provide. Praxis serves as a national technical assistance provider for the U.S. Department of Justice Office on Violence Against Women and our methods of institutional analysis and community assessment have been used by communities across the country to examine and improve responses to domestic violence and sexual assault in the criminal and civil legal systems, advocacy programs, supervised visitation centers, and child protection.

**Primary Duties:** The Program and Training Specialist will work closely with the Program Manager and project team on our Blueprint for Safety Projects to develop programming, provide technical assistance and training, conduct on-site consultations, and provide program support.

- Co-plan and coordinate TA events with project staff and consulting faculty including in person training institutes and meetings, and webinars and audio conferences;
- Develop tailored TA plans, coordinate and provide TA to demonstrations sites and new Blueprint communities including on-site TA visits, audio/video consultations, and customized webinars, Develop and write webinar and in-person event publicity, training agendas, presentation materials, handouts and evaluations.
- Develop and write training materials and resources e.g., tool kits, best practice assessment tools, guides, training materials and handouts, and

video/audio materials.

- Develop and conduct training sessions for in person trainers and webinars/audioconferences;
- Facilitate prompt responses to grantee requests;
- Provide individualized TA via phone and e-mail consultation;
- Co-plan and facilitate planning meetings;
- Build and maintain strong relationships with a national faculty and consultant pool and work with the pool on delivery of technical assistance and training.
- Assist in the preparation and review of progress reports;
- Provide administrative support to the project including: pre-event and event planning and support for in-person trainings and post-event wrap-up; development of event publicity and program/training materials; copying, mailing and shipping of project materials; maintaining program database that meets record-keeping and reporting needs; collecting event demographics and attendance statistics; ordering supplies and materials; and maintaining program records and files.

**Experience:**

We are seeking a candidate with in-depth knowledgeable of the criminal legal system and an understanding of disparity of impact of criminal legal system interventions in domestic violence cases. Appreciation for the Praxis mission; excellent organizational skills and ability to balance multiple deadlines in a small, team-oriented, fast-paced office; professional, courteous and cooperative interpersonal skills with colleagues, partners and the general public; outstanding written and verbal communication skills, with an ability to relate effectively with a diverse variety of people; experience with Microsoft office suite, including Publisher and Excel, and with social media and email publicity software.

**Additional information:**

We are looking for someone with strong computer skills who is very organized and capable of coordinating many details. Must be available for travel for on-site consultations across the country.

Compensation:

This is a full-time, exempt position with a salary range of \$50,000-\$60,000 dependent upon qualifications, with benefits (holiday/vacation/sick leave, health/dental/disability insurance, and retirement contributions).

**How to apply:**

Candidates should send the following as email PDF attachments: cover letter detailing qualifications, experience, resume, and three to five business references. Send to [sue@praxisinternational.org](mailto:sue@praxisinternational.org). Position open until filled. No phone calls, please.

## Willow Domestic Violence Center

Willow Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to

help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

**Location (All jobs below):** Rochester, NY

## **DIRECTOR OF FINANCE FULL TIME**

### **JOB SUMMARY**

The Director of Finance is a member of the Executive team and is responsible for the leadership, oversight and implementation of the organization's financial operations. She or he also provides oversight to the financial management of grants. The ideal candidate will have a working knowledge of non-profit finance and accounting rules. The Director of Finance plays a critical role in representing the agency to the community and as a leader within the organization.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **FINANCIAL MANAGEMENT AND REPORTING**

- In collaboration with the Chief Executive Officer, develops the annual operating and capital budgets for the agency to include forecasting, monthly analysis and variance reports.
- Prepares grant budgets as required and administers the financial portion of grants for timely vouchering.
- Manages and directs overall finances for Willow Center and its Housing Fund Development Corporation.
- Closes the books timely, on a monthly basis (for each entity) and reconciles all material balance sheet accounts or reviews reconciliations performed by Finance Staff.
- Prepares and distributes monthly financial reports to the Board of Directors and Finance Committee.
- Supports the Board of Directors Finance and Audit Committees including coordination and providing information as requested.
- Manages agency cash flow to include analyzing areas for cost reduction and improving cash flow. Prepares monthly and quarterly cash flow projections.
- Stays abreast of laws and regulations affecting funding and operations. Ensures financial management is in compliance with Generally Accepted Accounting Principles (GAAP) and funder regulations.
- Develops and maintains agency accounting policies and procedures.
- Coordinates financial results with the Director of Development and Marketing on a monthly basis to ensure proper recording of grants and donations.
- Prepares required documents and supporting materials for the annual audit and acts as the liaison to external auditors resulting in a clean and positive audit.

#### **DEPARTMENT AND TEAM MANAGEMENT**

- Develops and implements Finance Department procedures in accordance with GAAP and ensures they are communicated to all staff.
- Ensures that all Finance Department staff stay current on technical accounting practices.



- Provides coaching, guidance and support to the Finance staff to ensure that they complete work in a timely manner and deliver the highest degree of customer service.
- Supervises Finance Department staff and ensures completion of performance appraisals in a timely manner.

### **OTHER DUTIES AS ASSIGNED**

- Oversees the payroll function and ensures efficient systems, processes and controls are in place. Collaborates with the Director of Human Resources when necessary.
- In collaboration with the Director of Human Resources, develop and maintain a competitive employee benefits program.
- Develops and maintains the agency's methodology for allocating each expense.
- Attends and participates in all agency staff meetings and pertinent training meetings.
- Any other duties as may be assigned.

### **QUALIFICATIONS**

- Bachelor's Degree in Accounting with a minimum of five years of experience in a financial management position to include a minimum of two years of non-profit and supervisory experience, CPA a plus.
- Must have strong analytical and problem solving skills.
- Experience in making presentations is required.
- Excellent leadership, management, communication and organizational skills are essential.
- Advanced computer skills in Microsoft Excel with Word and PowerPoint.
- A working knowledge of Paychex and Blackbaud Financial Edge and Raiser's Edge a plus.
- Ability to work a flexible schedule is required.

### **COMPENSATION**

Starting salary: Commensurate with Experience

Please Provide Your Salary Requirement

### **SHELTER SUPERVISOR**

Monday through Friday, 3:15 p.m. - 11:45 p.m. with the flexibility to work other hours as needed. Participation in a rotating weekend coverage schedule is required.

### **JOB SUMMARY**

The Shelter Supervisor is a key member of the Willow Domestic Violence Center Team and is responsible for managing the daily operations of a 40 bed emergency shelter for survivors of domestic violence. The ideal candidate will have excellent communication skills and must be able to resolve problems, handle conflicts, be adaptable and flexible and make effective decisions under pressure.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

## **TEAM MANAGEMENT**

- Oversees shelter programming, milieu management and hotline services, under the direction of the Shelter Manager.
- Responsible for implementing agency policies and procedures.
- Provides ongoing coaching, counseling and training to direct reports including written performance appraisals.
- Works in collaboration with the Director of Human Resources and other members of the residential team to screen and interview for residential positions as necessary.
- Provides direction and supervision to counselors and volunteers.
- Facilitates monthly staff meetings and weekly TCM meetings team meetings.
- Develops, facilitates, supervises and evaluates residential groups in collaboration with Shelter Manager.
- Communicates with Department of Social Services for emergency housing, eligibility, extensions and fair hearings.
- Facilitates orientation and training for residential staff.
- Is present to oversee a minimum of two overnight shift change each week.
- Ensures effective trauma informed best practices are being used by shelter staff.

## **DOCUMENTATION AND REPORTING**

- Completes weekly staff schedule to ensure proper coverage for shelter services.
- Schedule is completed and posted no later than two weeks prior to the beginning of the work week.
- Gather, interpret and report information as required.
- Ensure that all staff are fully trained and appropriately utilizing program software and data tracking systems. □ Monitors data tracking and reporting by staff to ensure complete, up-to-date and correct reporting.

## **OTHER DUTIES AS ASSIGNED**

- Provides counseling, advocacy and intervention to residents and hotline callers using a trauma informed approach.
- Provides on-call coverage for the shelter.
- Attends and participates in pertinent agency meetings and trainings.
- Maintains confidentiality and completes all job responsibilities in an ethical and culturally competent manner.
- Other duties as assigned.

## **QUALIFICATIONS**

- Associate's degree in Human Services; Bachelor's in Social Work preferred or an equivalent combination of education and experience.
- A minimum of three years of work experience, preferably in a residential setting with a minimum of two years of supervisory experience.
- Excellent communication skills (verbal and written) are required.
- Strong organizational skills are necessary.
- Must be adaptable and flexible.
- Understanding, influencing and serving others are important attributes in this

position.

- The ability to display a high degree of professionalism while keeping difficult situations in proper perspective is essential.
- Valid New York State Driver's License not in jeopardy of being revoked.

## **INCLUSION ADVOCATE/PROJECT MANAGER**

### **JOB SUMMARY**

The Inclusion Advocate/Project Manager is a key member of the WILLOW DOMESTIC VIOLENCE CENTER Team and is responsible for overseeing and directing the work of this collaborative. This individual will facilitate the meetings, assist with the development of the needs assessment and strategic plan, and ensure that the partnering agencies are delivering all the goals and objectives as outlined in the strategic plan. The Inclusion Advocate/Project Manager will be the liaison between the three partnering organizations, he/she will train staff, update all Willow materials to be more inclusive and develop a video for the Willow Center website to reach the Deaf and hard of hearing population. Additionally, this individual will be the point person for outreach and education with Advocacy Services for Abused Deaf Victims (ASADV) and RESTORE (formerly Rape Crisis Services) staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **PROJECT MANAGEMENT AND ADVOCACY**

Serves as Project Lead within Willow Center as partner with Advocacy Services for Abused Deaf Victims (ASADV) and Restore (formerly Rape Crisis Services).

- Manages overall review and assessment of Willow's five program areas to identify barriers in serving the Deaf and hard of hearing communities in Monroe County.
- Working with project partners, facilitate the development of an improvement plan to remove barriers for Deaf and hard of hearing survivors in accessing services within Willow's core program areas.
- Working closely with the Director of Programs and Services, oversee the implementation of the improvement plan, make course corrections as required and trouble shoot issues as they arise to a positive conclusion.
- Attend all project partner meetings and provide support as identified to facilitate and move project forward.
- Engage stakeholders and community groups to inform the overall improvement plan, including but not limited to, participating in the Domestic Violence Consortium and relevant sub-committees working with the Deaf and hard of hearing population.
- Coordinate agency trainings related to serving Deaf and hard of hearing survivors.
- Other duties as assigned.

#### **DOCUMENTATION AND REPORTING**

- Work with ASADV and Restore to track data; provide reports required by funders and monitor the progress of the grant. Work with Willow program team to

establish a data-tracking system for Deaf and hard of hearing services.

### **OTHER DUTIES AS ASSIGNED**

- Participate in agency meetings and trainings as required.
- Maintain confidentiality and complete all job functions in an ethically and culturally competent manner. **QUALIFICATIONS**
- Associates Degree required, Bachelor's Degree preferred in Human Services, Counseling, Social Work or a related field or an equivalent combination of education and experience.
- A minimum of three years of experience working in the human services field in grants or project management is required.
- Experience working with survivors of domestic violence and working with diverse populations is preferred.
- Proficiency in American Sign Language (ASL) is a plus.
- Excellent communication skills (verbal and written) are required.
- Must be adaptable and flexible.
- New York State Driver's License not in jeopardy of being revoked.

### **WORK SCHEDULE**

37.50 hours per week, Monday through Friday

### **COMPENSATION**

Starting salary: \$ 35,000 per year

### **RESIDENTIAL FAMILY COUNSELOR FULL TIME EVENINGS (2 positions, see work schedule below)**

**Work Schedule:** Wednesday through Sunday 3:15 p.m. - 11:45 p.m. (1 position) and Sunday through Thursday 3:15 p.m. - 11:45 p.m. (1 position)

### **JOB DUTIES**

The Evening Residential Family Counselor is a key member of the Residential Services team, working directly with survivors of dating and domestic violence. This position requires a caring, dedicated individual who possesses the ability to work with families in crisis, cultural awareness and sensitivity with effective counseling and advocacy skills. Must display a high degree of professionalism and respect while keeping difficult situations in proper perspective. Understanding, influencing and serving others are important attributes in this position.

### **QUALIFICATIONS**

- Associates degree in Human Services or a related field, Bachelor's degree preferred with experience in human services, social work, counseling or a related field or an equivalent combination of education and experience is required.
- A minimum of one year of experience working with families in crisis is preferred.
- Residential experience is a plus.
- Bi-Lingual (Spanish) a plus.
- Excellent communications skills (verbal and written) are required.

- Ability to deal with a variety of emotions and frustrations in the workplace, communicate with a variety of people, work independently and maintain strict confidences.
- Must be able to resolve problems, handle conflicts, be adaptable and flexible and make effective decisions under pressure.
- Must be attentive, listen to people, perceive the real problems and bring issues to a successful conclusion.

### **WORK SCHEDULE**

40 hours per week, Wednesday through Sunday 3:15 p.m. - 11:45 p.m.

### **COMPENSATION**

### **HOW TO APPLY**

- Mail: P.O. Box 39601, Rochester, NY 14604
- Email: [HR@WillowCenterNY.org](mailto:HR@WillowCenterNY.org)
- Fax: 585.232.3501

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

***We offer a generous benefits package including health and dental insurance,  
paid time off, pension plan and 401k.***

***Willow Center is an Equal Opportunity Employer***

New York State Coalition Against Domestic Violence

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